

What is claimed is:

1. A method for booking conferences having at least one dialog function and at least one conference function,  
5 comprising:  
    providing a conference management function to control the at least one conference function; and  
    booking the conference by means of a call to a service number by a conferee, such that with support of  
10 the conference management function, an automatic dialog between an announcement/dialog function and a caller develops to determine key data of a desired conference and of the conferees, wherein  
    a reservation of conference resources is supported  
15 by the conference management function in accordance with the key data, such that timely initiation of the conference is ensured.
2. The method according to claim 1, wherein activation of  
20 the conference is controlled by the conference management function such that participating conference systems are supplied with the conference data at a desired time.
3. The method according to claim 1, wherein the dialog  
25 between announcement/dialog function and the conferees is DTMF-controlled.
4. The method according to claim 1, wherein the  
announcement/dialog function is provided with a keyword-  
30 controlled voice recognition function, such that the dialog between announcement/dialog function and the conferees is voice-controlled.
5. The method according to claim 1, wherein the key data  
35 of the conference is defined by number, start time, duration, and call numbers of the conferees and by features of the conference with regard to audio, video, or bandwidth.

6. The method according to claim 1, wherein the key data of the conferees is defined with regard to talk authorization.

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7. The method according to claim 1, wherein the conference management function knows the availability of conference function and announcement/dialog function on a network-wide scale, handles reservations and stores the information securely against loss.

8. The method according to claim 1, wherein the conference management function, the announcement/dialog function and the conference function are implemented at least in duplicate on at least two different hardware platforms.

9. The method according to claim 1, wherein the conference management function intervenes at any time in the control of a conference and activates the announcement/dialog function to provide information to and poll the conferees.

10. A device for reserving conferences, having at least one dialog function and at least one conference function which is executed on at least one conference system, comprising a control interface provided between the announcement/dialog function and a conference management function, via which interface the conference management function receives booking data to initiate and control at least one conference, reaches agreement with an ordering party following verification of resources, and confirms the booking to the ordering party.